

PRESIDIO OF MONTEREY'S PROCEDURE FOR MONITORING AND MEASUREMENT

Procedure: The Presidio of Monterey’s Procedure for monitoring and measurement.			
Document Owner: Anne Curtis; EMS Management Representative – The Presidio of Monterey (POM)		Review: EQCC	
		Date: 14 Dec 05	
Update Requirements: The Presidio of Monterey’s EMS Management Representative shall maintain this procedure and review it annually. This document and its revisions shall remain current for no more than one year from the effective date. The EMS Management Representative must maintain a log of document history with this procedure.			
Revision Information			
Status	Revision	Effective Date	Revision Summary
Baseline Procedure	1.0		None

A. PURPOSE

1) To define and provide for maintaining a process for monitoring and measuring activities and services at the US Army Presidio of Monterey, that can have significant impacts on the environment and progress toward objectives and targets.

B. SCOPE

2) This procedure is written to address the criteria established by **Section 4.5.1 of ISO 14001:2004**.

C. DEFINITIONS

1) **Objective** – An overall environmental goal that an organization sets for itself and that is quantified where practicable.

2) **Target** – A detailed performance requirement set by an organization that arises from an objective and is designed and met in order to achieve that objective. Targets should be quantified where practicable.

E. PROCEDURE

- 1)** A review of POM's environmental aspects for significance will be conducted annually. All key characteristics of operations that can have significant environmental impacts (as identified and documented in POM-EMS-PR-4.4.6A, Aspect Identification Worksheet) are monitored at least monthly. This monitoring may be addressed as part of the environmental inspection process or a separate process.
- 2)** Calibration/monitoring will be performed as required on all applicable environmental monitoring equipment, and that documentation is maintained on file for review annually in accordance with POM-EMS-PR-4.4.4 (Control of Records Procedure).
- 3)** Documentation of monitoring of POM's objectives and targets will be completed quarterly. This documentation includes Environmental Performance Quarterly Report Forms 1 and 2 (Attachments POM-EMS-PR-4.5.1A and POM-EMS-PR-4.5.1B, respectively). Form 1 (POM-EMS-PR-4.5.1A) will be completed for all objectives and targets. For objectives and targets that have aspects that can be tracked quantitatively, Form 2 (POM-EMS-PR-4.5.1B) will also be completed. Both forms may require adjustment to allow tracking of all targets under each objective. In addition, Form 2 is to be updated with the correct dates to facilitate tracking and comparison across quarters and years. Form 1 will be completed on a quarterly basis and Form 2 on a monthly basis and provide quarterly and yearly totals where appropriate.
- 4)** Completed forms will be submitted to the EMSMR no later than the final day of each quarter.
- 5)** Reports will be distributed to all affected Directorates/Tenant Commands and they will also be provided them to the EQCC for review in the management review meetings.
- 6)** The EQCC reviews environmental performance quarterly reports in accordance with POM-EMS-PR-4.6 (Management Review Procedure).
- 7)** Completed environmental performance quarterly reports will be maintained in accordance with POM-EMS-PR-4.5.4 (Control of Records Procedure).
- 8)** Environmental performance quarterly report formats will be reviewed and revised as necessary, to ensure that they are up to date with changes to POM's activities and objectives and targets. Revisions to the environmental performance quarterly report formats occur in accordance with POM-EMS-PR-4.4.4 (Control of Documents Procedure).

D. RESPONSIBILITIES

1) EMS Management Representative (EMSMR)

- a.** After the annual review of POM's environmental aspects for significance, works with the Directorate of Public Works Environmental Division (PWE) to ensure that all key characteristics of POM's operations that can have significant impacts are monitored at least monthly.
- b.** Works with Directorate/Tenant Command Head(s) to ensure that calibration/monitoring is performed as required on all applicable environmental monitoring equipment, and that documentation is maintained on file for review in accordance with POM-EMS-PR-4.4.4 (Control of Records Procedure).
- c.** Collects reports on monitoring POM's objectives and targets from Environmental Management Plan (EMP) Teams.
- d.** Distributes the reports to all affected Directorates/Tenant Commands and provides the reports to the Environmental Quality Control Committee (EQCC) for review in accordance with POM-EMS-PR-4.6 (Management Review Procedure).
- e.** Maintains completed Environmental Performance Quarterly Reports in accordance with POM-EMS-PR-4.5.4 (Control of Records Procedure).
- f.** Reviews and revises the environmental performance quarterly report templates as necessary to ensure the reports remain up-to-date with changes to POM's activities and objectives and targets. Revisions to the report templates occur in accordance with POM-EMS-PR-4.4.4 (Control of Documents Procedure).

2) Environmental Quality Control Committee (EQCC)

- a.** Reviews environmental performance quarterly reports in accordance with POM-EMS-PR-4.6 (Management Review Procedure).

3) Environmental Management Plan (EMP) Teams

- a.** Completes the monitoring paperwork for POM's objectives and targets as detailed in section E.3 of this procedure.
- b.** Submits completed paperwork to the EMSMR.

4) Directorate/Tenant Command Heads

- a.** Ensure that Directorate and or Tenant Command personnel perform calibration as required on all applicable monitoring equipment. Provide a list of all environmental monitoring equipment to EMSMR for EMS files.
- b.** Ensure that the Directorate/Tenant Command retains records of monitoring and calibration activities in accordance with POM-EMS-PR-4.4.6 (Control of Records Procedure).

F. Attachments

- 1) Environmental Performance Quarterly Report Form 1 (POM-EMS-PR-4.5.1A)
- 2) Environmental Performance Quarterly Report Form 2 (POM-EMS-PR-4.5.1B)

ATTACHMENT A: ENVIRONMENTAL PERFORMANCE QUARTERLY REPORT FORM 1

Date Form Completed: _____

Objective

Number: _____

Description:

Target

Number: _____

Description:

Due Date for Completion: _____

Completed? Y N

If not completed, estimate the % progress toward completion:

0 10 20 30 40 50 60 70 80 90 100

Note(s)/Reason(s) for missing completion deadline:

Target

Number: _____

Description:

Due Date for Completion: _____

Completed? Y N

If not completed, estimate the % progress toward completion:

0 10 20 30 40 50 60 70 80 90 100

Note(s)/Reason(s) for missing completion deadline:

Target

Number: _____

Description:

Due Date for Completion: _____

Completed? Y N

If not completed, estimate the % progress toward completion:

0 10 20 30 40 50 60 70 80 90 100

Notes/Comments/Reason for missing completion deadline:

Objective	Parameter	Month 1		Month 2		Month 3		Quarter Total	YTD Total
		This Year	Prior Year	This Year	Prior Year	This Year	Prior Year		
Obj 1	Target 1								
	Target 2								
Obj 2	Target 1								
	Target 2								